



DEPUTY PROSECUTOR - Unlicensed Office of the Hopi Prosecutor

OVERVIEW

This position performs professional legal work in the investigation and prosecution of adult and juvenile criminal offenses through conviction and appeal; presentation of certain civil cases in the Hopi Family Court, including Minor in Need of Care cases; legal research and preparation of Court documents; responds to inquiries from citizen and governmental offices relating to tribal court procedures and violations of Hopi Tribal laws prosecuted in the Hopi Trial Court.

Under the Hopi Code, the courts allow advocates to practice in the Hopi Courts. The advocate handles cases where the penalties are for less than a year, minor offenses, etc.

Contacts are with law enforcement personnel, probation officers, court personnel, victims of crime, witnesses, behavioral health providers, Hopi and federal departments/agencies, village governments and defense attorneys or lay advocates.

The work is performed in a standard office environment, courtroom, and law enforcement environment and in the general community. The incumbent must be able to work under stressful conditions. The work may extend beyond the eight (8) hour daily schedule. Moderate travel is required.

PRIMARY JOB FUNCTIONS (The following duties are not all-inclusive or restrictive)

- 1) Represent the Hopi Tribe throughout all phases of adult and juvenile criminal cases, including: evaluation of law enforcement investigations and filing of appropriate criminal charges; appear at initial hearings, arraignments, pretrial conferences and motions hearings; prepare appellate briefs and argue before the Hopi Appellate Court; professionally and ethically protect the rights, safety and property of all persons within the jurisdiction of the Hopi Courts.
- 2) Serve as Presenting Officer for Minor in Need of Care, (MINOC) cases investigated by the Hopi Tribe Social Services Program; appear in other civil matters, including the filing and litigation of civil petitions for involuntary commitment.
- 3) Confer with defense attorneys, pro se defendants and/or witnesses/victims and negotiable plea agreements when it is in the best interest of the Tribe, with particular attention given to the victims of crimes, especially intimate partner or family domestic violence, and preservation of family units in juvenile offender cases.
- 4) Assist and advise Hopi Law enforcement agencies in all aspects of investigations for criminal and civil matters handled by the Office of the Prosecutor, including, witness interviews, report writing, drafting of criminal complaints, processing of crime scenes/preservation of evidence, compliance with suspects rights under the Hopi Code and the Indian Civil Rights Act; prepare and present requests for arrest and search warrants; provide routine training for law enforcement other tribal employees regarding adult criminal and juvenile procedures.
- 5) At the direction of the Chief Prosecutor, consult on revision of the Hopi Code and Children's Code.
- 6) Work cooperatively with the Hopi Tribe Domestic Violence Program, Hopi Behavioral Health Services, the Hopi Tribe Social Services Program, Public Defender's Office and other agencies in devising and obtaining treatment for defendants, victims and their families, where appropriate, especially in juvenile cases.
- 7) As directed by the Chief Prosecutor, work closely and cooperatively with the BIA, the FBI and U.S. Department of Justice in ensuring that crimes committed on the reservation are adequately prosecuted in Federal court where appropriate; communicate with and answer questions from Hopi Villages regarding law enforcement and prosecution issues of general interest on Hopi.
- 8) Continuing education: keep abreast of legislation and case law directly or indirectly affecting tribal court cases and operations; attend seminars and other training, consultations and conferences as directed by the Chief Prosecutor or designee.
- 9) The Unlicensed Deputy Prosecutor may supervise staff positions and direct the work of support personnel at the direction and discretion of the Chief Prosecutor or Hopi Tribal Council or designee.
- 10) The Unlicensed Deputy Prosecutor does not have the administrative authority to employ or terminate personnel.
- 11) Perform other duties as assigned or authorized by the Chief Prosecutor or Hopi Tribal Council or designee to accomplish Tribal criminal justice goals and objectives.

MINIMUM QUALIFICATIONS

Education: Legal education equivalent to a minimum of a three (3) year degree in law related field such as Para-legal, law enforcement, or criminal justice; AND

Experience: Two (2) year's work experience in criminal prosecution or criminal defense or related litigation experience; OR

Equivalent combination of Education, Training, and Experience, which demonstrates the ability to perform the duties. Prior prosecution experience, or related work in a criminal justice setting, is preferred but not mandatory.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Tribal, State, and Federal laws that relate to the criminal prosecution of Indian suspects, as well as those related to juvenile delinquency and MINOC under the Hopi Children’s Code.
- Knowledge of Judicial procedures; strong knowledge of the Federal Rules of Evidence and Criminal Procedure, and the Indian Civil Rights Act.
- Knowledge of Principles of jurisprudence and legal analysis/reasoning.
- Knowledge of basic computer operations and software programs typically used in a legal office setting, including Microsoft Windows, Microsoft Word, Microsoft Outlook, Westlaw or other computer-based legal research programs.
- Knowledge of Nexis/Lexis Legal software and other software commonly used by the legal profession.
- Knowledge of Hopi Culture and Tradition, and way of life, applicable to criminal and Family Court cases.
- Knowledge of the socio-economic realities typically existing on Indian Reservations.
- Skill for appearing at court hearings and trials.
- Skill in interviewing and establishing a professional relationship of trust with victims, their family members and other Lay witnesses.
- Skill in working on multiple projects while remaining organized, prioritizing matters to timely meet deadlines.
- Skill in maintaining effective working relationships with other employees, Tribal officials and the public.
- Ability to abide by the disciplinary rules and other requirements of the Bar Association(s) of which the incumbent is a member, as well as any disciplinary rules adopted by the Hopi Tribe to govern attorney practice on the Reservation.
- Ability to always maintain a high level of professionalism and ethics.
- Ability to comply with tribal laws and administrative policies.
- Ability to exercise independent judgment in resolving both criminal and civil matters concerning the Tribe and community.
- Ability to clearly and succinctly articulate ideas and analytical reasoning both orally and in writing.
- Ability to research and write trial level and appellate level motions, briefs and other documents typical to criminal cases.
- Ability to communicate the law and complex ideas in a manner understandable to laypeople.
- Ability to maintain a drug and alcohol-free workplace.
- Ability to maintain effective working relationships with others.

NECESSARY REQUIREMENTS

- 1) Required to maintain a valid Arizona Driver’s License and complete the Hopi Tribe’s Defensive Driving training.
- 2) Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver’s license, which qualifies the incumbent for coverage under the tribal insurance policy (tribal insurance qualifications are independent of MVD issuance of a driver’s license). Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
- 3) Must complete and pass pre-employment screening.
- 4) Must pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have misdemeanor criminal convictions at the local, state, or federal level within the past five (5) years of application.
- 7) Possess or obtain within five (5) days of employment a License to Practice Law in the Hopi Tribal Courts and maintain such license.
- 8) Must never have been convicted of any felony or misdemeanor offense in any jurisdiction involving moral turpitude, violence/domestic violence, deceit, fraud, theft or misappropriation of funds. Conviction for any other misdemeanor may be reviewed by the Tribe on a case-by-case basis for possible waivers.

DEPUTY PROSECUTOR - Unlicensed

Office of the Hopi Prosecutor

Supervisor: Chief Prosecutor

Salary Range: 57

Classification: EXEMPT

Revised 05/20/2026

REVIEWED BY: Cynthia B. Firm - HTC Representative DATE: 06/01/2026
Department Director

APPROVED BY: [Signature] DATE: 6/01/2026
Human Resources Director